





# Employee List - Report Instructions




Use this report to display a list of entry and or leaving dates within a specified period of time.


1. From the main screen, type transaction code: **S\_AHR\_61016369**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Reporting Period** – Choose a period from the list.
4. There are a couple of ways to search using this report:

- Click **Further selections** to add additional search fields. For example **Organizational Unit**.

Highlight the field name from the left, then click the **Add** button . **AND/OR**

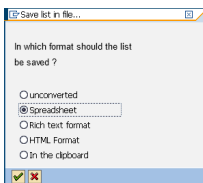
- Enter selection criteria, for example Organizational Unit.


NOTE: Click the **Multiple Selection** button  to enter more than one criterion.

5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.

## Export to Excel

- From the menu bar choose:  
**List → Export → Local File**



- Choose Spreadsheet.
  - Choose the file location and type the file name.
  - Click **Generate**.
7. Click the **Back** button  or press **F3** to return to exit the report.

Pers.no.	PersIDNo.	Name	Name at birth	Job Title	Entry Date	Leaving date
					03/01/2011	
					03/01/2011	
					03/01/2011	
					03/01/2011	
					03/01/2011	09/30/2011
					03/01/2011	
					03/01/2011	
					03/01/2011	
					03/01/2011	